

**STATE OF IDAHO
DEPARTMENT OF WATER RESOURCES**

**INSTRUCTIONS FOR
FILING AN APPLICATION FOR PERMIT**

A right to use water of the state of Idaho can only be acquired by obtaining a permit from the Department of Water Resources. The "Application for Permit" form must be filed and approved as a permit prior to any diversion of water. The date of priority of any water right is the date the completed form, with fee, is received by the Department. The only water uses that are authorized to commence without an approved permit are: 1) Use for single ownership homes, campgrounds, stockwater or other uses of less than 2,500 gallons of water per day from groundwater and 2) Stockwater use where the stock drink directly from a surface water source.

Below are the instructions for completing the form.

COMPLETE THE APPLICATION FORM AS FOLLOWS:

1. Print the full name, mailing address, telephone number, and email address of the applicant.
2. Identify the source of water supply and the major stream to which it is tributary.

EXAMPLES:

Source of water supply <u>Trail Creek</u>	which is tributary to <u>Snake River</u>
Source of water supply <u>unnamed stream</u>	which is tributary to <u>Grimes Creek</u>
Source of water supply <u>groundwater</u>	which is tributary to <u>n/a</u>

3. Locate the point of diversion within each 40 acre tract and/or the U.S. Government Lot of the Public Land Survey System. Spring sources should be described to the nearest 10 acre tract. Identify the county where the point of diversion is located.

EXAMPLE:

Location of point of diversion is SW 1/4 of NE 1/4 of NW, Govt. Lot 4 Sec. 14 Township 10S Range 14E B.M. Twin Falls County.

Note: When both the government lot and the 10 or 40 acre tract are shown, the Government Lot is considered to be the principal legal description.

4. Estimate the rate of diversion or the amount of storage to be used for each purpose shown. Describe the intended use of the water and state the annual beginning and ending dates for the diversion of water. The maximum rate needed for each purpose should be requested. For instance, the normal maximum rate of diversion for irrigation is 0.02 cubic feet per second per acre. The customary diversion rate for watering range cattle is 0.00022 cubic feet per second per animal, rounded to the nearest hundredth of a cubic foot per second.

EXAMPLES:

Amount 6.4 for Irrigation purposes from Mar. 15 to Nov. 15 (both dates inclusive).
cubic feet per second

Amount 100 for Irrigation Storage purposes from Jan. 1 to Dec. 31 (both dates inclusive).
acre feet per year

Amount 6.4 for Fish Propagation purposes from Jan. 1 to Dec. 31 (both dates inclusive).
cubic feet per second

Note: If the proposed use is fish propagation, heating, cooling, or power, or if the proposed flow rate exceeds 5.0 cfs, or if proposed irrigation exceeds 200 acres, additional information will be required. Contact a department office to determine the requirements.

5. State the total rate of diversion after accumulating flows for each use. The amount entered in Item #5 may be less than the total of the amounts listed in Item #4. However, it must be at least equal to the largest amount in line Item #4. The acre-feet amount need not be shown unless water will be stored.

EXAMPLE:

Total quantity to be appropriated is (a) 64 and or (b) 100.
cubic feet per second acre-feet per year

Note: If the project proposes storage of water and also a direct flow diversion, both the storage and direct flow components can be shown on the same form.

6. a. Describe the complete diversion system. List the pump, motor, ditch, pipeline or diversion structure sizes.
b. If applying to store water, complete this information.
c. & d. If applying to develop a well, complete this information. A separate drilling permit will also be required.
7. Estimate the time required for completion of work and application of water to the proposed use. The minimum term of a permit is one year. A development period of up to five years may be requested. The Department will only grant, however, a development period equal to the time necessary to complete the project with due diligence.
8. a. If applying for power generation, estimate both total head in feet and the anticipated installed power generation capacity in kilowatts. Include an affidavit of residency. Form No. 205/206 may be used.
b. If stockwater has been listed under Item #4, state the total number of each kind of livestock, i.e. horses, beef cattle, dairy cattle, etc.
c. If municipal water is listed under Item #4, state the name of the municipality served.

Note: Only an incorporated city or its authorized delivery agent can apply for a municipal water right.

d. If domestic use is listed under Item #4, state the maximum number of households to be served. If more than one domestic unit is described and water is used for irrigation, identify acres that will be irrigated. List the acres under the irrigation use.

e. Describe any other uses not fully explained above.

Example: If for industrial, fish propagation, etc., give details to support the amount of water requested.

9. Locate all water uses by writing in the townships, ranges and sections. Identify the uses within each 40 acre tract with the symbols shown on the table below. The number of acres to be irrigated in each 40 acre tract must be shown.

EXAMPLE:

TWN	RGE	SE C	NE				NW				SW				SE				Totals
			NE	NW	SW	SE	NE	NW	SW	SE	NE	NW	SW	SE	NE	NW	SW	SE	
10S	14E	21	40		4	4					4			40		40	40		172
		21	S		S	S	D				S			S					

Use Symbols:

Stockwater - S
Industrial - I
Commercial - C
Mining - X
Wildlife - W

Domestic - D
Fish Propagation - H
Fire Protection - F
Aesthetic - J
Heating - G

Cooling - L
Recreation - R
Power - P
Groundwater Recharge - E
Municipal - M

*Domestic may describe uses where the total use does not exceed 2,500 gal/day nor 0.04 cfs

10. Describe all other water rights used for the same purpose as sought in the application. If possible, identify the right with the number assigned by the Department of Water Resources.
11.
 - a. Identify the land owner of record even if the land is being purchased, rented, or leased.
 - b. Follow the same instructions as above in Item #11a.
 - c. Explain the contract, lease, desert land entry, or other arrangement by which land not owned by applicant will be developed. If any federal lands must be accessed as part of the development, include with the application evidence that an application has been filed with the federal government for a right-of-way or special use permit. If developing water from a pond of less than five acres in surface area or from a spring wholly contained within a single land ownership and not flowing therefrom, submit evidence that the land owner consents to the proposed development.
12. The narrative should provide a detailed word-picture of your proposal. It should also relate any additional pertinent information that will be useful to the Department. For example, list unique features such as treatment of industrial waste, name of well drillers, number of raceways, or total weight of fish anticipated to be grown for a fish propagation filing.
13. The map must locate the point of diversion from the source of water and the location of the lands to be irrigated or the place where the water will be used. The map must also show townships, ranges, sections, and government lots. Important landmarks such as rivers, streams, roads and highways should be shown on the map. If the place of use is located in a recorded subdivision, submit a copy of that portion of the subdivision plat which contains the place of use lot.

Note: Using a scale of two inches equaling one mile, the smallest square shown on the map under Item #13 is a forty (40) acre tract. A copy of the U.S. Geological Survey map which identifies the point of diversion and place of use may be submitted for the map under Item #13.

SIGNATURE:

Sign the application exactly as the name appears in Item #1, unless the applicant is a corporation, municipality, partnership or other entity.

An application in more than one name must be signed by each applicant unless the names are joined "and/or".

If the applicant is a corporation, municipality, or partnership, the person signing the application must be an officer or elected official of the corporation or municipality and must show the position below the signature. The applicant must submit a list of corporate or partnership officers, directors and partners and corresponding addresses to the Department with the application.

If someone other than the applicant or a company officer signs the application, evidence must be included with the application that the person signing has authority to sign and holds a current "Power of Attorney" authorizing the action. (Power of Attorney forms are available from the Department upon request.)

Approval of the Application

Processing an application takes approximately 6 to 8 weeks. The Department will notify the applicant of any protests received. Most approved permits require compliance with specific conditions. For instance, a measuring device is usually required. Failure to comply with the conditions of approval may be cause to cancel a permit.

Measurement Units

One cubic foot per second (cfs) = 448.8 gallons per minute or 50 miner's inches (Idaho)

One cubic foot per second flowing 24 hours = 1.9835 acre feet

Acre-foot: The volume necessary to cover one acre to a depth of one foot (43,560 cubic feet)

Miner's inch: A continuous flow equal to 1/50 cubic feet per second or 0.02 cubic feet per second

FEE SCHEDULE

Application fees (cfs = cubic feet per second -- AF = Acre feet)

cfs		AF		cfs		AF	
0.00 -- 0.20	0 -- 20	\$100.00		11.01 -- 12.00	1101 -- 1200	\$690.00	
0.21 -- 1.00	21 -- 100	\$250.00		12.01 -- 13.00	1201 -- 1300	\$730.00	
1.01 -- 2.00	101 -- 200	\$290.00		13.01 -- 14.00	1301 -- 1400	\$770.00	
2.01 -- 3.00	201 -- 300	\$330.00		14.01 -- 15.00	1401 -- 1500	\$810.00	
3.01 -- 4.00	301 -- 400	\$370.00		15.01 -- 16.00	1501 -- 1600	\$850.00	
4.01 -- 5.00	401 -- 500	\$410.00		16.01 -- 17.00	1601 -- 1700	\$890.00	
5.01 -- 6.00	501 -- 600	\$450.00		17.01 -- 18.00	1701 -- 1800	\$930.00	
6.01 -- 7.00	601 -- 700	\$490.00		18.01 -- 19.00	1801 -- 1900	\$970.00	
7.01 -- 8.00	701 -- 800	\$530.00		19.01 -- 20.00	1901 -- 2000	\$1010.00	
8.01 -- 9.00	801 -- 900	\$570.00		20.01 -- 100.00	2001 -- 10000		*
9.01 -- 10.00	901 -- 1000	\$610.00		101.01 -- 500.00	10001 -- 50000		**
10.01 -- 11.00	1001 -- 1100	\$650.00		500.01 & over	50001 & over		***

* \$1010.00 plus \$20.00 for each additional 1.0 cfs or part thereof or 100 acre feet or part thereof over the first 20.0 cfs or 2,000 acre feet.

** \$2610.00 plus \$10.00 for each additional 1.0 cfs or part thereof or 100 acre feet or part thereof over the first 100.0 cfs or 10,000 acre feet.

*** \$6610.00 plus \$2.00 for each additional 1.0 cfs or part thereof or 100 acre feet or part thereof over the first 500.0 cfs or 50,000 acre feet.

Your application and fee may be submitted to one of the following offices:

Northern Region

Idaho Dept. of Water Resources
7600 Mineral Dr., Suite 100
Coeur d'Alene, ID 83815

Tel. – 762-2800
FAX – 762-2819

Eastern Region

Idaho Dept. of Water Resources
900 N. Skyline Dr., Suite A
Idaho Falls, ID 83402

Tel. - 525-7161
FAX - 525-7177

Southern Region

Idaho Dept. of Water Resources
1341 Fillmore St., Suite 200
Twin Falls, ID 83301

Tel. - 736-3033
FAX - 736-3037

Western Region

Idaho Dept. of Water Resources
2735 Airport Way
Boise, ID 83705

Tel. - 334-2190
FAX - 334-2348